

RESOLUTION NO. 92-21

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REVISED CLASS SPECIFICATIONS
FOR FIRE ADMINISTRATIVE OFFICER

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RESOLVED, that the Lodi City Council does hereby approve the revised class specifications for Fire Administrative Officer, as shown on Exhibit A attached hereto.

Dated: February 5, 1992

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I hereby certify that Resolution No. 92-21 was passed and adopted by the Lodi City Council in a regular meeting held February 5, 1992 by the following vote:

Ayes: Council Members - Hinchman, Pennino, Sieglock, Snider
and Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None


Alice M. Reimche
City Clerk

February 5, 1992

CITY OF LODI

FIRE ADMINISTRATIVE OFFICER

DEFINITION:

Under administrative direction, assists in planning, organizing and managing the operations of the Fire Prevention, Fire Suppression or Fire Training Division; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This class has major responsibility for the administration of Fire Prevention, Suppression or the Training Division of the Fire Department. Incumbents are responsible for formulating policy, developing goals and objectives, supervising staff and directing day-to-day activities. This class is distinguished from Fire Battalion Chief, which supervises a group of companies for an assigned shift, whereas this class has overall division responsibility. Incumbents may serve as acting Fire Chief in the absence of the Chief.

EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

Fire Marshal:

Develops and directs the implementation of goals, policies and procedures of the division.
Develops and prepares fire codes for final adoption by the City Council.
Checks building plans and plans associated with fire protection systems for their compliance with codes.
Consults with architects, engineers, builders and planners; makes code interpretations as needed.
Investigates fires to determine cause and origin.
Conducts fire prevention inspections.
Prepares fire-related criminal case for prosecution in court.
Supervises fire inspectors; conducts training drills as required.
Directs the selection, supervision, performance evaluations and discipline of division staff.
Prepares and maintains written reports, statistics, records and correspondence for fire prevention activities; prepares division budget.
Relieves on-duty Battalion Chief when needed.

Field Operations Officer:

Develops and directs the implementation of goals, policies and procedures of the division; responsible for emergency and non-emergency operations of fire suppression, including strategy and tactics, rescue, medical and related emergency response functions.
Develops and implements the division's portion of the department's safety program.
Reviews fire reports for completeness and accuracy.
Develops monthly activities schedule.
Supervises Battalion Chiefs and relieves on-duty Battalion Chiefs as needed.

Directs the selection, performance evaluation, and discipline of division staff.
Prepares and maintains written reports, statistics, records and correspondence for fire prevention activities; prepares division budget.
Responds to and assumes command of emergency scene as required.
Prepares apparatus and equipment specifications for bid purposes.
Conducts training drills.
Relieves on-duty Battalion Chief as needed.

Training Officer:

Develops and directs the implementation of goals, policies and procedures of the division.
Responsible for initiating and developing lesson plans; conducts training drills and classes; supervises other staff in the delivering of training programs.
Directs the selection, work evaluation and discipline of division staff.
Prepares and maintains written reports, statistics, records and correspondence for fire prevention activities; prepares division budget.
Responds to and assumes command of emergency scenes as required.
Relieves on-duty Battalion Chief as needed.

MINIMUM QUALIFICATIONS:

Knowledge of:

Fire administrative principles and methods including goals and objective setting, program development and implementation, work organization, and supervision.
Principles, techniques, strategy, materials, apparatus and equipment design used in fire suppression, investigation and prevention.
Principles, practices, techniques and equipment used in medical, chemical and hazardous material, rescue and a variety of other emergency response.
Principles and practices of budget development and administration.
Principles of training.

Skill to:

Manage and direct a major division of a fire department.
Plan, direct and coordinate a large number of employees through subordinate supervisors.
Analyze administrative and emergency response and operations problems, developing sound alternatives, and adopting effective courses of action, including under emergency circumstances; working as a member of a decision making team and be able to reach consensus of opinion.
Develop and implement goals, objectives, policies, procedures, work standards and management controls.
Establish and maintain effective working relationships with department personnel, officials and the public.
Prepare clear and concise records, reports, correspondence and other written materials.
Exercise sound independent judgment within general policy guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Associate of Arts degree in fire science, business administration, personnel management or a related field. Upper division college courses in business administration or personnel management are desirable.

Experience:

Five years of experience in firefighting, training or fire prevention work, including two years of supervisory experience equivalent to a Fire Captain.

LICENSES AND CERTIFICATES:

Possession of the appropriate Commercial Driver's License with endorsements, as mandated by the California Commercial Vehicle Code.
Certification as a State of California Fire Officer.

OTHER REQUIREMENTS:

Willingness to participate in the Lodi Fire Department Physical Fitness Program.

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